

Fauquier County Department of Community Development  
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[www.fauquiercounty.gov](http://www.fauquiercounty.gov)

**LARGE LOT DIVISION CHECKLIST** Page 1 of 2

*Please type or print legibly .*

REQUIREMENT	YES	NO	N/A - STATE REASON Use separate sheet if necessary
<b>DOCUMENTATION</b>			
1. Completed Land Development Application form with all property owners original signatures.			
2. Fee check.			
3. Five copies of a record plat showing proposed division and <b>folded to 9" x 12"</b> . *			
4. County Engineer approval is needed for road design if private street is used to access lot(s). (Separate application, review & fee required).			
5. Virginia Department of Transportation approval.			
6. If property zoned RA or RC, current letter from Zoning Office indicating subdivision potential.			
7. HomeOwners Association covenants for maintenance and upkeep of private street.			
<b>8. Completed, signed Large Lot Division Checklist.</b>			
9. If private street is used to access lot(s), provide appropriate deed. (Section 7-305 and 7-306 of Zoning Ordinance).			
10. Property is a parcel of record as of May 21, 1981 or an existing "Large Lot" of a minimum 100 acres.			
<b>* LARGE LOT DIVISION PLAT REQUIREMENTS</b>			
See Section 10-4 of Subdivision Ordinance for details.			
1. Plat prepared by a land surveyor or engineer.			
2. Drawn to a scale not greater than 1" = 100' and the sheet size shall not exceed 18" x 24".			
3. If shown on more than one sheet, the sheet number, total number of sheets and the adjustment shall be shown on each sheet.			
4. Title under which the subdivision is proposed to be recorded.			
5. A certificate with original signatures of the Land Surveyor.			
6. Name of individual or firm who prepared the plat.			
7. Date of plat.			
8. Scale of plat.			
9. Name or number of a section if part of a larger tract.			
10. A signed and notarized statement that "the subdivision of the land described herein is with free consent and in accordance with the desires of the undersigned owners, proprietors, and trustee".			
11. Signature panel for governing body, 4 inches by 4 inches.			
12. Vicinity map, with north arrow and scale, showing all adjoining roads, town/county boundaries and other landmarks within one mile radius.			
13. Current zoning of the parcel(s).			
14. The north point arrow.			
15. The boundary lines of the area being subdivided.			

# LARGE LOT DIVISION CHECKLIST Page 2 of 2

*Please type or print legibly.*

## LARGE LOT DIVISION PLAT REQUIREMENTS (continued)

See Section 10-4 of Subdivision Ordinance

16. All dimensions, both linear and angular for locating lots, streets, alleys and public easements.			
17. Lot numbers in numerical order and block identification.			
18. Location and material of all permanent reference monuments.			
19. A definite bearing and distance tie shown between not less than two permanent monuments on the exterior boundary.			
20. Temporary cul-de-sacs where needed.			
21. Street names of all proposed streets.			
22. Total acreage of lots, common open space, streets, and total site acreage.			
23. Notation "_____ acres is hereby dedicated for public use".			
24. <b>Boldly printed</b> Private Street Notation as defined in Section 7-306 of Zoning Ordinance.			
26. All existing and proposed easements.			
25. Existing and proposed rights-of-way and widths.			
27. Seal and original signature by the Engineer or Land Surveyor.			
28. Floodplain note to read: " The subject property is located on FEMA Flood Insurance Rate Map, number 510055, Panel _____, dated _____. The property is located in Zone _____".			
29. Notation on plat indicating that no parcel of less than 100 acres created using this process shall be redivided. (Section 2-39 (C)(7) of Subdivision Ordinance)			
30. Parcel Identification Number (PIN).			

## CERTIFICATION OF APPLICATION SUBMISSION

I hereby certify that the above stated information is included in the attached large lot division application and accompanying materials. Further, I have included on the plat any conditions required by proffers of an approved rezoning, or required by special exception or variance approval, special agreements or covenants.

\_\_\_\_\_  
Engineer or Surveyor's Signature

\_\_\_\_\_  
Firm Name

\_\_\_\_\_  
Date

Application: \_\_\_\_\_ Accepted \_\_\_\_\_ Rejected

\_\_\_\_\_  
Development Technician

\_\_\_\_\_  
Date

*Revised April 2002*